

29 JUL 1981

STAT MEMORANDUM FOR:
ODP Representative
Agency Building Planning Committee

STAT FROM:
Executive Officer, Office of Information Services

SUBJECT: Building Requirements - Chapter Two

REFERENCE: Your memorandum dated 10 July 1981; Same Subject
(ODP 81-892)

In response to reference request, the attached information provides the current "non-office space" utilized by the Office of Information Services and our requirements projected for FY 1987. If additional information is required, I can be reached on extension

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Attachment:
As stated

OFFICE OF INFORMATION SERVICES

Non-office Space Survey

FY 1987 Projection

Category and Number/Description

Sq. Ft.

Conference (1): 4'x10' table, 30 chairs, display boards, etc.

1,000 ✓

Terminal Room (1): 10 terminals and related equipment

880 ✓

Classroom (1): 30 students and visual aid equipment

1,000 ✓

Vaulted Storage (2)

1. 300 ✓

2. 300 ✓

Registry (1): Xerox, info handling/records, 2 terminals
on-the-job training area

500 ✓

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OFFICE OF INFORMATION SERVICES

Non-office Space Survey

Current Usage

<u>Category</u>	<u>Room</u>	<u>Sq. Ft.</u>
Conference (1)	1207 Ames	1,000
Central File	1A20 HQS	180
Vaulted Storage	712 Ames	85